APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
Finance and Administration Division of Audit 401 W. Peachtree Street, N. E. Atlanta, Georgia 30308	Date Received **NOV 17 1977**	Application No. **77-446**	Date Completed **NOV 22 1977**
	1. Application	2. Dept. Application No.	

4. Person to Contact	5. Working Title	6. Telephone Number
Mary Ann Hunt	Manager of Audit	586-5068

7. Action Requested

a. ☑ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

8. Dates of Series

Earliest _1972_   Latest _Present_

9. Records Series Title *(followed by title used in office; if different)*

Audit Working Paper Report File

10. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Division of Audit is an independent unit within the Metropolitan Atlanta Rapid Transit Authority (MARTA) for the review of all activities as a service to the Board of Directors, Authority Management, responsible governmental entities, and the Public at Large. This Division functions as an internal monitor for reviewing each unit within the Authority for adequacy of controls and records, adherence to established policies, plans, procedures, regulations, and for reporting on the effectiveness of Authority activities.

11. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*:
Attach samples of the file.

Documents relating to: Conducting internal operations
Audits of all Authority—related activities and interests.

Included are:

Original working papers, audit programs, memo's, cost schedules, personnel information, correspondence, draft of final report.

File is arranged:

12. Monthly Reference Rate   How often are records referred to which are:

One to six months old __10__ ; Seven to twelve months old __5__ ; Thirteen to twenty-four months old __1__ ;

twenty-five months and older __1__ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers __16__ ; Shelves _____ ; Other *(specify)* _____

YES	NO	14. Questionnaire (Place an "X" in the proper column)			
✓		a. Is this the official copy of the series?			
		If not, where is it?			
✓	✓	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.			
✓		c. Is this a RM record? Class B			
✓		d. Does this series have historical or long term research value? Possible			
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?			
	✓	f. Is the information contained in this series ever published? If yes, attach copy.			
XX		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Final report is scheduled for permanent retention			
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?			
	✓	i. Is this series (or a major portion of it) regularly microfilmed?			
	✓	j. Does the record series result in a computer printout?			

15. Retention Requirements   The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	___3___ years.	f. Federal retention instructions	_____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

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16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

[ ] Calendar Year; [ ] Fiscal Year; [ ] Other _____ then,

☑ Hold in the current files area ____$____ month(s) ____1____ year(s); then
XX Transfer to local holding area; h̶o̶l̶d̶ ̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶X̶, then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
XX Other (Specify)

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Hold for three years past project completion and all audit findings
have been resolved.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	signature	11/14/77	_signature_ Warren Crowley		11/16/77
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
signature		11/15/77	_signature_		11/11/77
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
signature Robert P. Darnell		11/15/77	_signature_ Carroll Hart		11-22-77
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
signature		11/15/77			